**Home Tab – Assignment**

You will create a short slide presentation that will demonstrate your knowledge of the Home Tab in Microsoft Office PowerPoint. Plus, you will start to develop your presentation abilities and practice the elements of solid presentation skills. This presentation will be about your class schedule here at Woodward-Granger. The guidelines for the presentation are as follows.

**Directions**

1. Include a **Title Slide** that gives a name to your class schedule at Woodward-Granger.
2. For each class you need to include the following information on a **Title Slide**:
   1. The Name of the Class
   2. The Period
   3. The Teacher
3. Using a **Title and Content** layout:
   1. A Description of the Class (Do not write paragraphs)
4. Using a **Comparison** layout:
   1. What are some of your likes/dislikes of that class?

**You will complete steps 2-4 for each period of the day**

5. Using a **Title and Content** layout after presenting your favorite artists conclude the Presentation in a manner that leaves the audience excited and capable of remembering what it was they just witnessed.

**Tools Demonstrated in the creation of the PowerPoint**

1. **On the Title Slide your text box Title needs to demonstrate the use of Shape Styles and WordArt Styles.**
2. **2 Consistent Font Styles throughout**
   1. Each Class Title needs to be the same **Font (Style, Color, and Size)**
   2. The Body/Bullets need to be the same **Font (Style, Color, and Size**)
3. Demonstrate the effective use of **Line Numbers/Bullets** for each class provided.
4. Demonstrate the effective use of **Smart Art Graphics** **at least 3 times** in the slide presentation.
5. Use the **Draw Tools** to create a symbol/logo for **each class**. This image needs to be present in one of the slides pertaining to the class.

**The Presentation –**  Refer to the Rubric for Presentation Effectiveness